

## SECTION 05

# APPENDICES

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# APPENDIX A: LIST OF REQUIREMENTS

As required, we have included the following list of requirements, as set out in the Public Governance, Performance and Accountability Amendment (Non-corporate Commonwealth Entity Annual Reporting) Rule 2016, as an aid to access.

PGPA RULE REFERENCE	DESCRIPTION	REQUIREMENT	PAGE
<b>17AD(g)</b>	<b>Letter of transmittal</b>		
17AI	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory	iii
<b>17AD(h)</b>	<b>Aids to access</b>		
17AJ(a)	Table of contents.	Mandatory	vii
17AJ(b)	Alphabetical index.	Mandatory	248–270
17AJ(c)	Glossary of abbreviations and acronyms.	Mandatory	246–247
17AJ(d)	List of requirements.	Mandatory	220–225
17AJ(e)	Details of contact officer.	Mandatory	272
17AJ(f)	Entity’s website address.	Mandatory	273
17AJ(g)	Electronic address of report.	Mandatory	273
<b>17AD(a)</b>	<b>Review by accountable authority</b>		
17AD(a)	A review by the accountable authority of the entity.	Mandatory	8–13
<b>17AD(b)</b>	<b>Overview of the entity</b>		
17AE(1)(a)(i)	A description of the role and functions of the entity.	Mandatory	2
17AE(1)(a)(ii)	A description of the organisational structure of the entity.	Mandatory	4
17AE(1)(a)(iii)	A description of the outcomes and programmes administered by the entity.	Mandatory	14–15
17AE(1)(a)(iv)	A description of the purposes of the entity as included in Corporate Plan.	Mandatory	2
17AE(1)(b)	An outline of the structure of the portfolio of the entity.	Portfolio departments—mandatory	2–4
17AE(2)	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, Mandatory	14–15

PGPA RULE REFERENCE	DESCRIPTION	REQUIREMENT	PAGE
<b>17AD(c)</b>	<b>Report on the Performance of the entity</b>		
	<b><i>Annual performance Statements</i></b>		
17AD(c)(i); 16F	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory	20–56
<b>17AD(c)(ii)</b>	<b><i>Report on Financial Performance</i></b>		
17AF(1)(a)	A discussion and analysis of the entity's financial performance.	Mandatory	188–195
17AF(1)(b)	A table summarising the total resources and total payments of the entity.	Mandatory	192–193
17AF(2)	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, Mandatory.	189–195
<b>17AD(d)</b>	<b>Management and Accountability</b>		
	<b><i>Corporate Governance</i></b>		
17AG(2)(a)	Information on compliance with section 10 (fraud systems).	Mandatory	iii, 159–162
17AG(2)(b)(i)	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory	iii
17AG(2)(b)(ii)	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory	iii
17AG(2)(b)(iii)	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory	iii
17AG(2)(c)	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory	143–162
17AG(2)(d) – (e)	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, Mandatory	Not applicable

PGPA RULE REFERENCE	DESCRIPTION	REQUIREMENT	PAGE
	<b><i>External Scrutiny</i></b>		
17AG(3)	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory	163–171
17AG(3)(a)	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, Mandatory	170–171
17AG(3)(b)	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory	169
17AG(3)(c)	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory	Not applicable
	<b><i>Management of Human Resources</i></b>		
17AG(4)(a)	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory	180–183
17AG(4)(b)	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> <li>· Statistics on staffing classification level;</li> <li>· Statistics on full time employees;</li> <li>· Statistics on part time employees;</li> <li>· Statistics on gender;</li> <li>· Statistics on staff location;</li> <li>· Statistics on employees who identify as Indigenous.</li> </ul>	Mandatory	172–179, 236–239
17AG(4)(c)	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory	176–179
17AG(4)(c)(i)	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory	178–179
17AG(4)(c)(ii)	The salary ranges available for APS employees by classification level.	Mandatory	178
17AG(4)(c)(iii)	A description of non-salary benefits provided to employees.	Mandatory	178
17AG(4)(d)(i)	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory	178

PGPA RULE REFERENCE	DESCRIPTION	REQUIREMENT	PAGE
17AG(4)(d)(ii)	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory	178
17AG(4)(d)(iii)	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory	178
17AG(4)(d)(iv)	Information on aggregate amount of performance payments.	If applicable, Mandatory	178
<b>Assets Management</b>			
17AG(5)	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	If applicable, mandatory	193–194
<b>Purchasing</b>			
17AG(6)	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory	194–195
<b>Consultants</b>			
17AG(7)(a)	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory	195
17AG(7)(b)	A statement that <i>“During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million].”</i>	Mandatory	195
17AG(7)(c)	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory	195
17AG(7)(d)	A statement that <i>“Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.”</i>	Mandatory	195

PGPA RULE REFERENCE	DESCRIPTION	REQUIREMENT	PAGE
<b>Australian National Audit Office Access Clauses</b>			
17AG(8)	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory	195
<b>Exempt contracts</b>			
17AG(9)	If an entity entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory	195
<b>Small business</b>			
17AG(10)(a)	A statement that "[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website."	Mandatory	195
17AG(10)(b)	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	195
17AG(10)(c)	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that "[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website."	If applicable, Mandatory	195
<b>Financial Statements</b>			
17AD(e)	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	196–217

PGPA RULE REFERENCE	DESCRIPTION	REQUIREMENT	PAGE
<b>17AD(f)</b>	<b>Other Mandatory Information</b>		
17AH(1)(a)(i)	If the entity conducted advertising campaigns, a statement that <i>“During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity’s website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance’s website.”</i>	If applicable, Mandatory	235
17AH(1)(a)(ii)	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory	235
17AH(1)(b)	A statement that <i>“Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website].”</i>	If applicable, Mandatory	195
17AH(1)(c)	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	177
17AH(1)(d)	Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory	169
17AH(1)(e)	Correction of material errors in previous annual report.	If applicable, mandatory	45
17AH(2)	Information required by other legislation.	Mandatory	Not applicable

# APPENDIX B: AGENCY PERFORMANCE STATISTICS

The tables below provide the detailed statistics underpinning the summary tables found in Section 2 of this report. We have included up to five years of data, where available, to enable comparative assessment of performance.

This year, to improve the presentation of our statistical results in our performance statements we have provided the average figure for the prior years—see Section 2 of the report from page 20–56. This appendix provides individual yearly statistics.

## DISCOVERY OF CRIMINAL TARGETS

During this year, we revised our definitions and expanded the previously unknown targets measure to include discoveries across the range of serious organised crime types (see page 25.) Due to the change in definition and expanded scope, we will treat 2017–18 as a benchmark for future comparisons.

### PREVIOUSLY UNKNOWN TARGETS IDENTIFIED

MEASURE	2014–15	2015–16	2016–17	2017–18
Previously unknown targets	-	-	-	98
Previously unknown targets—historical	156	103	125	-

Note: While this performance measure previously focused on money laundering targets, it has now been further defined and expanded to include targets across all crime types.

An extensive review of the National Criminal Target List during the year included a formal independent review (see page 25). Following on from our APOT development work, we are now working with all partners nationally to tailor the NCTL capability to meet future needs. As a result of these changes and the transitioning of the NCTL, the NCTL statistics are not comparable with previous years and have not been used, but are provided here to provide transparency and context to the change underway.

### NATIONAL CRIMINAL TARGET LIST

MEASURE	2013–14	2014–15	2015–16	2016–17	2017–18
New NCTL targets—ACIC	57	29	45	24	6
New NCTL targets—all agencies	119	61	65	78	17



## RESPOND: PROCEEDS OF CRIME—SUPPORTING THE CRIMINAL ASSETS CONFISCATION TASKFORCE AND OTHER PARTNERS (SEE PAGE 37)

NUMBER OF ACIC FINANCIAL REFERRALS MADE, NUMBER OF ENTITIES INCLUDED IN REFERRALS AND THE ESTIMATED MONETARY VALUE OF OFFENDING

FINANCIAL REFERRALS TO THE CACT AND OTHER PARTNERS	2013–14	2014–15	2015–16	2016–17	2017–18
Number of referrals	24	22	19	14	25
Number of entities	130	88	132	140	103
Value of offending (\$)	166.49m	80.81m	56.01m	137.30m	92.91m

## RESPOND: SYSTEM USAGE-POSITIVE DATA MATCHES (SEE PAGE 41)

POSITIVE DATA MATCHES THROUGH OUR SERVICES

SERVICE TYPE	SYSTEM	2012–13	2013–14	2014–15	2015–16	2016–17	2017–18
Frontline	ABIN (ballistics)	na	na	76	↑ 88	↓ 54	↑ 82
Biometric and forensic	NAFIS (fingerprints)	58,693	↑ 60,398	↑ 63,971	↑ 83,940	↑ 90,729	↔ 94,458
	NCIDD (DNA)	28,270	↑ 140,498	↓ 56,685	↓ 46,829	↑ 88,493	↑ 118,968

## CONNECT: AVAILABILITY (SEE PAGE 43)

### NATIONAL POLICING SYSTEM AVAILABILITY<sup>27</sup>

SERVICE TYPE	SYSTEM	BOARD-AGREED BENCHMARK (%) <sup>*</sup>	2012-13 (%)	2013-14 (%)	2014-15 (%)	2015-16 (%)	2016-17 (%)	SUM OF 2017-18 (%)
Frontline	NPRS	99.5	99.7 ✓	99.5 ✓	99.7 ✓	99.6 ✓	99.6 ✓	99.14 ✗
	NNI	99	99.7 ✓	99.9 ✓	99.5 ✓	99.9 ✓	99.7 ✓	100 ✓
	NFID	96	99.5 ✓	99.9 ✓	99.8 ✓	99.7 ✓	99.7 ✓	99.46 ✓
	NFLRS	99	99.7 ✓	99.9 ✓	99.5 ✓	99.9 ✓	99.7 ✓	99.85 ✓
	ABIN	95	na ✓	na ✓	99.9 ✓	100 ✓	99.9 ✓	100 ✓
	NVOI	99	99.7 ✓	99.8 ✓	99.5 ✓	99.9 ✓	99.7 ✓	100 ✓
Biometric and forensic	NAFIS	99.4	99.4 ✓	99.8 ✓	99.7 ✓	99.7 ✓	99.5 ✓	99.84 ✓
	NCIDD	99	99.7 ✓	99.8 ✓	99.8 ✓	99.7 ✓	99.6 ✓	99.41 ✓
	NMPVS—DVI&MPUB	96	na ✓	na ✓	na ✓	99.7 ✓	99.9 ✓	99.62 ✓
Protection	NCOS	99.5	99.7 ✓	99.7 ✓	99.8 ✓	99.6 ✓	99.6 ✓	99.34 ✗
	CETS	96	99.7 ✓	100 ✓	99.8 ✓	100 ✓	100 ✓	99.86 ✓
Checking	NPCS	99	99.6 ✓	99.9 ✓	99.9 ✓	99.6 ✓	99.3 ✓	96.63 ✗
Cybercrime reporting	ACORN	96	na ✓	na ✓	99.6 ✓	99.5 ✓	98.8 ✓	99.45 ✓
Criminal Intelligence	ALEIN	^	np	np	np	np	99.8	99.98
	ACID	^	np	np	np	np	100	99.98
	NTS	^	np	np	np	np	99.9	99.97

\*For our frontline and other systems directly supporting police operations, including police checks, we developed an agreed availability benchmark with our Board for each of the systems depending on usage requirements.

^ There are no Board-agreed benchmarks for these systems.

np – Not published

<sup>27</sup> Our system availability reporting provides the percentage of time systems were available, excluding scheduled outages. We provide our systems nationally to multiple agencies. Many of our systems are integrated or routed via partner agency systems, meaning issues unrelated to our service can also affect availability. As a result, we derive national availability reporting from user notifications of outages across multiple jurisdictions.

**CONNECT: SERVICE PROVISION (SEE PAGE 44)***NUMBER OF ACORN REPORTS RECEIVED AND REFERRED*

MEASURE	2014-15	2015-16	2016-17	2017-18
Number of reports received	25,000	↑ 41,341	↑ 47,873	↑ 54,074
Number of reports referred to police	16,352	↑ 31,367	↑ 37,999	↔ 37,170
Percentage of reports referred to law enforcement agencies (%)	65.41	↑ 75.95	↔ 79.37	↓ 68.74

\* ACORN commenced in November 2014. Historical Average based on 2015-16 onwards.

**CONNECT: SERVICE USAGE—NUMBER OF SEARCHES (SEE PAGE 46)***LEVEL OF USAGE WHERE SYSTEMS ARE ACCESSED BY WAY OF RECORDED SEARCHES*

SERVICE TYPE	SYSTEM	2013-14	2014-15	2015-16	2016-17	SUM OF 2017-18
	NPRS~	38,000,000 ↔	38,342,842 ↑	42,191,332 ↑	44,314,606 ↓	27,483,867
	NNI	1,694,887 ↓	1,567,658 ↑	1,688,727 ↓	1,534,755 ↓	1,201,207
Frontline	NFID	12,229 ↑	15,902 ↑	19,595 ↔	20,546 ↔	21,467
	NFLRS	206,000 ↑	229,261 ↑	253,178 ↑	278,010 ↑	305,298
	NVOI	2,544,849 ↑	10,290,729 ↓	9,013,329 ↓	7,311,687 ↔	6,984,620
Biometric and forensic	NAFIS	939,344 ↔	969,851 ↑	1,258,421 ↑	1,478,306 ↑	1,796,589
Criminal intelligence	ACID*	320,536 ↓	248,745 ↓	222,075 ↑	319,246 ↑	3,057,914

~ the decrease in our NPRS searches is likely to be due technology changes in some of our partner agencies who have significantly lower search numbers. This issue continues to be investigated.

\* We believe that the significant spike in ACID searches is due to the use of bulk searches being initiated by some users impacting on the search capture data. This is being investigated.

**CONNECT: SERVICE USAGE—POLICE HISTORY CHECKS (SEE PAGE 46)***TIMELINESS OF POLICE HISTORY CHECKS PROCESSED*

	BOARD-AGREED BENCHMARK (%)*	2013-14 (%)	2014-15 (%)	2015-16 (%)	2016-17 (%)	2017-18 (%)
On time standard checks	95.0	91.6 ✗	95.5 ✓	96.7 ✓	97.2 ✓	95.1 ✓
On time urgent checks	95.0	94.4 ✗	93.7 ✗	88.2 ✗	93.0 ✗	90.7 ✗

\* Target completion timeframes are 10 days for standard checks, and five days for urgent checks.

**CONNECT: VOLUME OF DATA (SEE PAGE 53)**  
SYSTEM USAGE—CUMULATIVE TOTAL OF SYSTEM RECORDS

SERVICE TYPE	SYSTEM	2012–13	2013–14	2014–15	2015–16	2016–17	INCREASE	2017–18
Frontline	NPRS	10,300,000	10,700,000	10,917,140	11,179,307	11,421,474	374,937	↔ 11,796,411
	NNI	na	na	na	na	9,776,682	355,746	↔ 10,132,428
	NFID	na	16,000	16,000	17,295	22,320	-9	↔ 22,311
	NFLRS	6,300,000	5,200,000	6,999,953	7,772,502	8,064,194	314,592	↔ 8,378,786
	ABIN	na	na	56,485	62,043	67,367	11,024	↑ 78,391
	NVOI	na	na	na	na	3,465,619	179,508	↑ 3,645,127
Biometric and forensic	NAFIS	na	6,300,000	6,700,000	7,400,000	8,189,758	897,006	↑ 9,086,764
	NCIDD	749,601	837,798	917,947	1,005,322	1,105,007	120,075	↑ 1,225,082
	NMPVS	na	na	na	na	1,487	1,475	↑ 2,962
Criminal intelligence	ACID	3,539,834	3,838,024	4,117,146	4,396,917	4,680,347	280,465	↑ 4,960,812
	NTS	na	na	na	na	15,864	821	↑ 16,685

# APPENDIX C: WORK HEALTH AND SAFETY

## WORK HEALTH AND SAFETY PRIORITIES FOR 2017–18

This year we:

- strengthened our risk management and due diligence framework—this involved developing a work health and safety assurance process for operational work environments and revising due diligence checklists for officers
- strengthened our existing work health and safety systems to ensure effective and innovative work health and safety support for our agency
- implemented tailored early intervention strategies and rehabilitation case management, leading to improved injury prevention and workers compensation performance.

## WORK HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

Our National Work Health and Safety Committee meets quarterly and is responsible for:

- supporting the executive to identify, develop, review and implement measures to protect and actively manage the health and safety of employees
- promoting and monitoring measures to ensure safe work practices
- facilitating consultation and communication with employees about work health and safety matters
- undertaking functions as prescribed in the *Work Health and Safety Act 2011* and associated regulations.

## CONSULTATIVE ARRANGEMENTS

Our National Work Health and Safety Committee is the conduit for consultation with employees on all work health and safety issues. Local Work Health and Safety Committees meet regularly and provide input to the national committee.

## INITIATIVES TO ENSURE THE HEALTH, SAFETY AND WELLBEING OF WORKERS

We are committed to maintaining a safe and healthy workplace and empowering the health, safety and wellbeing of workers.

## HEALTH AND WELLBEING PROGRAM

Our Health and Wellbeing Program continues to evolve with staff input, reviews of better practice and new initiatives. The program aims to:

- help staff make positive health and behaviour changes
- promote a culture that supports healthy and positive lifestyles
- provide a central source for health and wellbeing information and resources
- inspire staff to take ownership of health and wellbeing initiatives in their offices
- encompass a broad view of health including physical, mental and social aspects
- demonstrate our commitment to the health and wellbeing of employees and their families.

## PREVENTION PROGRAMS

We take a proactive approach to identify and control hazards in the workplace and to prevent injury. We continue to identify and assess hazards within work areas and ensure that risk control strategies are in place. This year we:

- provided access to an Employee Assistance Program (EAP) which includes manager assistance, mediation services and other employee information/support services
- implemented targeted and random, unannounced drug and alcohol testing of high risk and non-high risk employees
- conducted regular workplace inspections to identify hazards and determine appropriate controls
- coordinated a number of EAP awareness sessions following the engagement of a new EAP provider. Our EAP provider also coordinated mental health awareness training.

## DRUG AND ALCOHOL TESTING

Our drug and alcohol policy seeks to identify and eliminate harm arising from the effects of drugs and alcohol in the workplace. Our policy aims to deter drug and alcohol misuse by employees.

Our policy on drugs and alcohol is:

- zero tolerance in relation to the use, possession, sale and distribution of illicit drugs for all employees at all times
- zero blood alcohol concentration for employees working in high risk areas and less than 0.05 blood alcohol concentration for all other employees while at an ACIC workplace or on official ACIC duty.

In 2017–18, we completed 257 targeted and random, unannounced workplace drug and alcohol tests. There were three confirmed positive test results during 2017–18. Each matter was reviewed and appropriate management action was taken.

## HEALTH AND SAFETY PERFORMANCE

### WORKERS COMPENSATION

The agency premium rate provides an indication of the employer's effectiveness in preventing injury or illness and in helping its employees to return to work quickly and safely after a work-related injury or illness. We are committed to supporting employees with work-related injuries or illness and, as outlined in our rehabilitation management system, early intervention is a key strategy. Our premium rate for 2018–19 was set at 0.54 per cent, a decrease from the previous year, which further demonstrates that our focus on early intervention and employees with psychological conditions during 2017–18 was effective.

There were three accepted workers compensation claims for injuries/diseases during 2017–18, an increase of two from the previous year.

YEAR	ACCEPTED COMPENSATION CLAIMS
2011–12	5
2012–13	6
2013–14	4
2014–15	6
2015–16	2
2016–17	1
2017–18	3

### INCIDENT AND INJURY

There were 39 injuries, incidents or hazards reported in 2017–18 (this does not include notifiable incidents). There was an increase of two incidents this year, with body stressing being the most common incident.

### MECHANISM OF INJURY 2017–18

MECHANISM OF INJURY	NUMBER
Being hit by moving object	2
Biological/chemical factors	0
Body stressing	12
Mental stress	2
Falls, trips, slips	6
Other and unspecified	9
Heat and electrical	1
Hazard report	7
<b>Total</b>	<b>39</b>

In 2017–18, we engaged industry professionals to assist with:

- external rehabilitation assessment and management services for both compensable and non-compensable injuries
- workstation assessments for staff as a result of pain and discomfort, injury, change in work practices or when new equipment was installed
- mediation
- work health and safety workplace training and information sessions.

## ACCIDENT OR DANGEROUS OCCURRENCE STATISTICS

Under section 38 of the *Work Health and Safety Act 2011*, we are required to notify Comcare immediately after becoming aware of any deaths, serious personal injury or dangerous incident. There were three notifiable incidents during 2017–18. We reviewed each incident and implemented corrective actions where possible to reduce the likelihood of similar incidents occurring in the future.

## WORK HEALTH AND SAFETY INVESTIGATIONS

Comcare did not undertake any new investigations during 2017–18.



## APPENDIX D: ADVERTISING AND MARKET RESEARCH

In 2017–18 the ACIC did not conduct any advertising campaigns or make any payments for polling, direct mail or campaign advertising.

The ACIC did not make any payments related to non-campaign advertising that were higher than the reporting threshold of \$13,000.

A total of \$89,958.56 (including GST) was paid to Andrews Group Pty Ltd to undertake a stakeholder-related survey and develop a stakeholder strategy. Of this, \$63,503.56 was paid to Andrews Group Pty Ltd during the 2017–18 reporting period.

## APPENDIX E: EMPLOYEE STATISTICS

### *SECONDEES AND TASK FORCE STAFF BY HOME AGENCY AND JURISDICTION AS AT 30 JUNE 2018*

AGENCY	SECONDEES FUNDED BY ACIC	SECONDEES FUNDED BY JURISDICTION	TASK FORCE STAFF FUNDED BY JURISDICTION
Australian Federal Police	1	2	9
Australian Taxation Office	2	3	-
Department of Health	1	-	-
Department of Human Services	1	-	-
Department of Home Affairs	1	5	37
NSW Police Force	3	3	2
Northern Territory Police	1	-	-
Queensland Police Service	1	2	9
South Australia Police	-	-	11
Tasmania Police	1	-	1
Victoria Police	2	-	28
Western Australia Police Force	3	-	4
<b>Total</b>	<b>17</b>	<b>14</b>	<b>101</b>

### *APS STAFF EMPLOYMENT CAPACITY BY LOCATION AS AT 30 JUNE 2018*

LOCATION	FULL-TIME	PART-TIME	CASUAL
Sydney	108	22	-
Canberra	343	48	-
Melbourne	100	13	-
Brisbane	77	13	-
Adelaide	24	12	-
Perth	24	2	-
Darwin	1	1	-
Hobart	2	-	-
London	1	-	-
The Hague	1	-	-
Washington	2	-	-
<b>Total</b>	<b>683</b>	<b>108</b>	<b>-</b>

*APS STAFF BY CLASSIFICATION AS AT 30 JUNE 2018*

CLASSIFICATION	TOTALS
APS 1	1
APS 2	2
APS 3	29
APS 4	115
APS 5	101
APS 6	145
EL 1	291
EL 2	87
SES Band 1	13
SES Band 2	3
CEO	1
Examiner	3
<b>Total</b>	<b>791</b>

Note: These figures represent positions that were substantively filled as at 30 June 2018.

*APS STAFF BY CLASSIFICATION AND LOCATION AS AT 30 JUNE 2018*

CLASSIFICATION	SYDNEY	CANBERRA	MELBOURNE	BRISBANE	ADELAIDE	PERTH
APS 1	-	1	-	-	-	-
APS 2	-	1	-	-	1	-
APS 3	8	4	8	4	3	2
APS 4	20	67	9	16	1	2
APS 5	19	51	11	10	6	1
APS 6	13	91	17	12	7	3
EL 1	54	118	53	36	12	15
EL 2	13	45	12	10	5	2
SES Band 1	1	9	1	1	-	1
SES Band 2	-	3	-	-	-	-
CEO	-	1	-	-	-	-
Examiner	2	-	-	-	1	-
<b>Total</b>	<b>130</b>	<b>391</b>	<b>111</b>	<b>89</b>	<b>36</b>	<b>26</b>

*APS STAFF BY CLASSIFICATION AND LOCATION AS AT 30 JUNE 2018*

CLASSIFICATION	DARWIN	HOBART	LONDON	THE HAGUE	WASHINGTON
APS 1	-	-	-	-	-
APS 2	-	-	-	-	-
APS 3	-	-	-	-	-
APS 4	-	-	-	-	-
APS 5	1	2	-	-	-
APS 6	-	-	-	1	1
EL 1	1	-	1	-	1
EL 2	-	-	-	-	-
SES Band 1	-	-	-	-	-
SES Band 2	-	-	-	-	-
CEO	-	-	-	-	-
Examiner	-	-	-	-	-
<b>Total</b>	2	2	1	1	2

*APS STAFF GENDER DISTRIBUTION BY CLASSIFICATION AS AT 30 JUNE 2018*

CLASSIFICATION	WOMEN	MEN	X/INDETERMINATE
APS 1	-	1	-
APS 2	1	1	-
APS 3	24	5	-
APS 4	72	42	1
APS 5	70	31	-
APS 6	93	52	-
EL 1	99	191	1
EL 2	25	62	-
SES Band 1	5	8	-
SES Band 2	1	2	-
CEO	-	1	-
Examiner	0	3	-
<b>Total</b>	390	399	2

*STAFF WHO IDENTIFY AS INDIGENOUS AS AT 30 JUNE 2018*

ONGOING	NON-ONGOING
13	-

*STAFF WHO IDENTIFY WITH DISABILITY AS AT 30 JUNE 2018*

ONGOING	NON-ONGOING
19	-

## STAFF WHO IDENTIFY AS NON-ENGLISH SPEAKING BACKGROUND AS AT 30 JUNE 2018

ONGOING	NON-ONGOING
109	7

## ONGOING AND NON-ONGOING APS EMPLOYEES AS AT 30 JUNE 2018

CATEGORY	ONGOING	NON-ONGOING
<b>Classification level</b>		
APS 1	1	-
APS 2	2	-
APS 3	26	3
APS 4	105	10
APS 5	96	5
APS 6	144	1
EL 1	288	3
EL 2	85	2
SES Band 1	13	-
SES Band 2	3	-
CEO	-	1
Examiner	-	3
<b>Full-time/Part-time status</b>		
Full-time	661	22
Part-time	102	6
<b>Gender</b>		
Male	388	11
Female	374	16
X/Indeterminate	1	1
<b>Location</b>		
Sydney	124	6
Canberra	374	17
Melbourne	110	1
Brisbane	88	1
Adelaide	33	3
Perth	26	-
Darwin	2	-
London	1	-
Hobart	2	-
The Hague	1	-
Washington	2	-

# GLOSSARY

## AMPHETAMINE-TYPE STIMULANTS

A general term for the amphetamine-based group of drugs including MDMA (ecstasy) and methylamphetamine (ice). The full and correct name for MDMA is 3,4-methylenedioxy-N-methylamphetamine. However more widely used term 3,4-methylenedioxymethylamphetamine is used in this report.

## AVAILABILITY (OF SYSTEMS)

Our system availability reporting provides the percentage of time systems were available, excluding scheduled outages. We provide our systems nationally to multiple agencies. Many of our systems are integrated or routed via partner agency systems, meaning issues unrelated to our service can also affect availability. As a result, we derive national availability reporting from user notifications of outages across multiple jurisdictions.

## COERCIVE POWERS

See 'special powers'.

## COMMONWEALTH ORGANISED CRIME STRATEGIC FRAMEWORK

A comprehensive and coordinated framework for a whole-of-government response to target the most significant threats from organised crime.

## CONTROLLED OPERATION

An operation to obtain evidence that may lead to the prosecution of a person for a serious Commonwealth offence, or a serious state offence with a federal aspect, that may involve an ACIC officer or supervised civilian in acts or omissions that would (but for the operation of a legal indemnity) constitute an offence.

A controlled operation may cover a range of different factual scenarios, for example the passage of illicit drugs (or a sample) through international customs in order to identify, apprehend and prosecute those involved in drug trafficking.

## CRIMINAL INTELLIGENCE SYSTEMS

Information technology-based systems that facilitate dissemination and sharing of criminal intelligence, including databases containing intelligence holdings that can be accessed and analysed by approved users.

## DECONFLICTION

Deconfliction is a process that enables police and law enforcement to be aware of each other's activities against criminal targets, subjects or cases that are active across more than one jurisdiction or regional area.

Outcomes from deconfliction can be:

- investigative efforts are not jeopardised
- investigative efforts are enhanced by new information being provided
- opportunities for joint efforts are identified.

## DESK (ALEIN)

The ALEIN Information Desks provide ALEIN users with a limited means of publishing and sharing information and data. The Information Desks are created in a web-like environment to collate and share information and intelligence in thematic groups. 'Desks' may be restricted to facilitate secure sharing of information and intelligence among authorised and named users.

## DETERMINATION

When authorising the ACIC to undertake an intelligence operation or an investigation, the ACIC Board can determine that the ACIC can use special powers. Before issuing a determination, the ACIC Board must consider whether normal intelligence collection methods or ordinary police methods of investigation have been or are likely to be effective.

## DISRUPTION

Disrupting criminal activity may include interrupting the flow or continuity of the criminal behaviour and/or enterprises of a criminal entity as a direct result of ACIC or joint agency operational activity.

This may also occur by undermining criminal businesses by exposing their methodologies, releasing intelligence alerts and warnings on their activities and reducing their ability to operate in the criminal markets of their choice.

Disruption operational activities may include arrests, seizure of illegal commodities (such as drugs or firearms), proceeds of crime and/or prosecutions.

## DISRUPTION (CONTINUED)

The level of disruptive impact achieved by law enforcement is deemed to be either 'significant' or 'severe':

- *Significant*—While not resulting in the complete disruption/dismantling of a serious organised crime entity and the cessation of their serious organised crime activities, the disruptive impact is assessed as 'significant'. This assessment is informed by the disruptive impact caused by arrests, seizures (drugs, cash, assets), tax liabilities raised, and any other disruptive results achieved.
- *Severe*—The dismantling/complete disruption of a serious organised crime entity with the cessation of their serious and organised crime activities.

## ENTITY

We use the term 'criminal entities' to refer to groups or individuals.

An 'entity' is also a generic term describing unique identifiers used to support investigations and operations (for example, identifiers may include persons, addresses, telephone numbers, companies, Australian Business Numbers (ABN) or document numbers).

## ENVIRONMENT HARDENING

Initiatives or strategies to make it more difficult for organised crime to operate in particular environments, markets or sectors.

## ESTIMATED STREET VALUE

The cost to purchase a drug at the end of the supply chain or 'on the street', estimated by considering factors such as (though not limited to) drug purity, location of drug seized, wholesale supply and distribution. Data for calculating the estimated street value is provided by ACIC and partner agency operational areas in addition to our *Illicit Drug Data Report*.

## EXAMINATIONS

ACIC Examiners can summons a person to attend a compulsory examination and answer questions under oath. The person is entitled to legal representation and the examination is held in private. The evidence gained from an examination cannot be used against the person in a criminal proceeding. A person summonsed to an examination cannot disclose that summons to any person other than their legal representative, unless permitted by the Examiner.



## EXAMINERS

Examiners are independent statutory officers and experienced legal practitioners who may exercise the ACIC's special (coercive) powers for the purposes of an ACIC special investigation or special operation.

## FEDERALLY RELEVANT CRIMINAL ACTIVITY

The ACIC looks at serious and organised crime that is an offence against a law of the Commonwealth or a territory; or an offence against a law of a state that has a federal aspect.

A state offence can have a federal aspect if it potentially falls within Commonwealth legislative power or where the ACIC's interest in the state offence is incidental to ACIC operations/investigations relating to Commonwealth or territory offences.

## FUSION (ACIC-LED NATIONAL CRIMINAL INTELLIGENCE FUSION CAPABILITY)

The multi-agency Fusion capability brings together expert investigators and analysts from across the full range of law enforcement, national security and related agencies to enable greater criminal intelligence analysis and sharing.

The Commonwealth Organised Crime Strategic Framework identified this capability to enhance multi-agency responses to organised crime.

## INTELLIGENCE—STRATEGIC, OPERATIONAL AND TACTICAL

Strategic intelligence draws on the ACIC's unique insights to provide information about the nature, extent, impact and trends of serious and organised crime. Strategic intelligence services include the range of ACIC products that together make up the *Picture of Criminality in Australia* as well as other strategic intelligence on specific topics.

Operational intelligence is gathered and provided as part of the collaborative operations and investigations and may include analysis that informs future operations.

Tactical intelligence is also drawn from operational activities and is usually shorter, timely, actionable information about specific details.

## MDMA (3,4-METHYLENEDIOXYMETHYLAMPHETAMINE)

MDMA is an amphetamine-type stimulant. This psychoactive drug is commonly known as ecstasy.

## NATIONAL CRIMINAL INTELLIGENCE PRIORITIES

At the strategic level, the ACIC Board establishes the National Criminal Intelligence Priorities, which provide a comprehensive ranked summary of known national criminal threats affecting Australia and a basis for considering resource allocation and operational deployments. The National Criminal Intelligence Priorities promote effective law enforcement agency planning and responses.

## ORGANISED CRIME THREAT ASSESSMENT

Our *Organised Crime Threat Assessment* is a key element of the Commonwealth Organised Crime Strategic Framework. It provides the most comprehensive assessment of the level of risk posed by various organised crime threats, categorised by activity, market and enabler.

## PICTURE OF CRIMINALITY IN AUSTRALIA

Our suite of strategic intelligence products that make up the picture of organised crime. This suite includes the *Illicit Drug Data Report*, *Organised Crime Threat Assessment* and *Organised Crime in Australia*.

## PROCEEDS OF CRIME

The profits of criminal activity. Legislation provides for these proceeds to be controlled, confiscated and potentially forfeited to the Commonwealth to discourage criminal activity and to prevent reinvestment in further criminal activity.

## SERIOUS AND ORGANISED CRIME

According to the ACC Act, serious and organised crime constitutes an offence that involves two or more offenders, substantial planning and organisation, the use of sophisticated methods and techniques, committed (or of a kind that is ordinarily committed) in conjunction with other offences of a like kind, and is punishable by imprisonment for three or more years.

## SPECIAL INVESTIGATION

Special investigations are designed to disrupt and deter criminal groups by collecting evidence and intelligence about criminal activity. Coercive powers may be used in combination with a range of other investigative tools, including telecommunications intercepts, surveillance and controlled operations.

## SPECIAL OPERATION

Special operations focus on gathering intelligence around particular criminal activity so decisions are informed by the true extent, impact and threat of that criminal activity. Coercive powers may be used as well as other investigative tools if appropriate. These operations can help determine if a special investigation is warranted.

## SPECIAL (COERCIVE) POWERS

The ACIC has coercive powers similar to those of a Royal Commission, which may be exercised only by ACIC Examiners for special intelligence operations or special investigations. The special powers allow the ACIC to summons a person to give evidence under oath, require the production of documents, demand information from Commonwealth agencies, apply for a search warrant, and require the production of a passport.

## TARGET

The term is used to refer to those entities (persons, groups or syndicates) that are of interest to law enforcement agencies.

# ACRONYMS AND ABBREVIATIONS

<b>ABF</b>	Australian Border Force
<b>ABIN</b>	Australian Ballistics Information Network
<b>ACC</b>	Australian Crime Commission
<b>ACC Act</b>	<i>Australian Crime Commission Act 2002</i>
<b>ACIC</b>	Australian Criminal Intelligence Commission
<b>ACID</b>	Australian Criminal Intelligence Database
<b>ACLEI</b>	Australian Commission for Law Enforcement Integrity
<b>ACORN</b>	Australian Cybercrime Online Reporting Network
<b>ACSC</b>	Australian Cyber Security Centre
<b>ACTPol</b>	Australian Capital Territory Policing
<b>AFIN</b>	Australian Firearms Information Network
<b>AFP</b>	Australian Federal Police
<b>AGD</b>	Attorney-General's Department
<b>AGICC</b>	Australian Gangs Intelligence Coordination Centre
<b>AIC</b>	Australian Institute of Criminology
<b>ALEIN</b>	Australian Law Enforcement Intelligence Network
<b>APS</b>	Australian Public Service
<b>ASD</b>	Australian Signals Directorate
<b>ASIC</b>	Australian Securities and Investments Commission
<b>ASIO</b>	Australian Security and Intelligence Organisation
<b>ATO</b>	Australian Taxation Office
<b>AUSTRAC</b>	Australian Transaction Reports and Analysis Centre
<b>CETS</b>	Child Exploitation Tracking System
<b>DFAT</b>	Department of Foreign Affairs and Trade
<b>DVO</b>	Domestic Violence Order
<b>EL1 and EL2</b>	Executive Level 1 and Executive Level 2
<b>EOCT</b>	Emerging Organised Crime Threats (special operation)
<b>FATF</b>	Financial Action Task Force
<b>FOI</b>	Freedom of information
<b>ICT</b>	Information and communication technology
<b>IGC</b>	Inter-Governmental Committee
<b>ISP</b>	Internet service provider
<b>JAG</b>	Joint Analyst Group
<b>JMG</b>	Joint Management Group
<b>KPI</b>	Key Performance Indicator
<b>MDMA</b>	3,4-methylenedioxymethylamphetamine

<b>NAFIS</b>	National Automated Fingerprint Identification System
<b>NCICC</b>	National Criminal Intelligence Capability Committee
<b>NCIDD</b>	National Criminal Investigation DNA Database
<b>NCIPs</b>	National Criminal Intelligence Priorities
<b>NCOS</b>	National Child Offender System
<b>NFID</b>	National Firearms Identification Database
<b>NFLRS</b>	National Firearms Licensing and Registration System
<b>NMPVS</b>	National Missing Person and Victim System
<b>NNI</b>	National Names Index
<b>NPCS</b>	National Police Checking Service
<b>NPRS</b>	National Police Reference System
<b>NSWPF</b>	New South Wales Police Force
<b>NTPol</b>	Northern Territory Police
<b>NTS</b>	National Target System
<b>NVOI</b>	National Vehicles of Interest
<b>OECD</b>	Organisation for Economic Co-operation and Development
<b>OMCG</b>	Outlaw motorcycle gang
<b>ONA</b>	Office of National Assessments
<b>PBS</b>	Portfolio Budget Statement
<b>PGPA Act</b>	<i>Public Governance, Performance and Accountability Act 2013</i>
<b>PJC-LE</b>	Parliamentary Joint Committee on Law Enforcement
<b>PM&amp;C</b>	Department of the Prime Minister and Cabinet
<b>QPS</b>	Queensland Police Service
<b>SAPol</b>	South Australia Police
<b>SES</b>	Senior Executive Service
<b>SOCCC</b>	Serious and Organised Crime Coordination Committee
<b>TasPol</b>	Tasmania Police
<b>TCC</b>	Technology Capability Committee
<b>TCW</b>	Targeting Criminal Wealth (special investigation)
<b>Telco</b>	Telecommunications
<b>VicPol</b>	Victoria Police
<b>WAPF</b>	Western Australia Police Force

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